

ROUTING AND RECORD SHEET

SUBJECT: (Optional) OL Planning Calendar and Guide for FY 1989 and
Tasking For Autumn OL Planning Conference

FROM: John M. Ray
Director of Logistics

EXTENSION

NO.

DATE 31 August 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. PE/OL

2. C/P&TS/OL

3.

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5. C/B&FB

6. C/FMD/OL
3E14 Hqs7. C/P&PG/OL
158 P&P Bldg

8. C/ACG/OL

9.

10. C/SG/OL

11. C/CSG/OL

12. C/IMSS/OL

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15.

Attached are the tasking memorandum for the Fall OL Planning Conference on 18 and 19 October 1988, the OL Planning Calendar and OL Planning Guide for FY 89, and the OL Five-Year Plan for FY 1988-92.

Multiple copies are being sent to all OL components to ensure that the component chiefs, deputy chiefs, secretaries, planning officers, etc. will have copies to aid in component planning efforts.

Please keep these important planning papers together and note the dates shown on the OL Planning Calendar for future reference. These papers give an overview of the FY-89 planning cycle.

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MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Information and Management Support Staff, OL
Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Agency Contracts Group, OL
Chief, Facilities Management Division, OL
Chief, Printing & Photography Division, OL
Chief, Real Estate & Construction Division, OL
Chief, Supply Division, OL
Chief, Budget and Fiscal Branch, OL

FROM: John M. Ray
Director of Logistics

SUBJECT: Office of Logistics Five-Year Plan FY 1988-1992

1. Attached is the OL Five-Year Plan for FY 1988-1992 drafted by the Information and Management Support Staff/OL. It includes all identified FY-88 objectives, projects, and proposed OL initiatives with guidance from the DA Action Agenda and the OL Action Plan. It also contains sections on assumptions, resource implications, and a long term forecast.

2. Please use this document as a guide and a reminder of the directions we have set for OL. We will add to it as we progress. Thank you for your efforts in building this plan over the past several months.

3. We will be discussing this plan, in some detail, at the forthcoming OL executive meeting in March.

John M. Ray

Unclassified when separated
from SECRET attachment

OL 4002 88

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ATTACHMENT

SUBJECT: Office of Logistics Five-Year Plan FY 1988-1992

Distribution:

- 1 - Each Addressee
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OL/IMSS/RB:dr [] (6Jan88)
OL/IMSS/RB:mc [] (2Feb88)

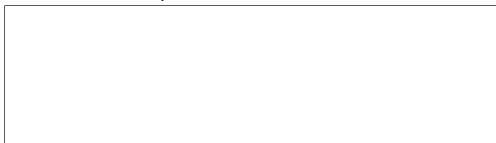
OFFICE OF LOGISTICS FIVE-YEAR PLAN

FY 1988-1992

PREPARED BY THE INFORMATION AND MANAGEMENT SUPPORT STAFF/OL

JANUARY 1988

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OFFICE OF LOGISTICS FIVE-YEAR PLAN

FY 1988-1992

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OFFICE OF LOGISTICS FIVE-YEAR PLAN

FY 1988-1992

I. Introduction.

The Office of Logistics (OL) is a service organization. OL supports Agency activities worldwide by acquiring, storing, shipping, and disposing of material, using commercial and Government services. OL negotiates and administers contracts with commercial organizations and agreements with other government agencies for the supply of goods and nonpersonal services to meet domestic and overseas requirements. OL operates a facility capable of producing high-quality printing and photographic products, particularly for the intelligence-producing elements of the Agency and other intelligence/foreign affairs agencies. OL operates a motor pool serving the entire Headquarters area and provides mail and courier services capable of handling and protecting highly sensitive materials of all classifications. OL maintains and manages copiers used throughout the Agency. OL supervises the acquisition, construction, renovation, maintenance, operation, and disposal of real property. In addition, OL provides logistics support to selected elements of the Intelligence Community and other U.S. Government agencies and departments. [REDACTED]

Logistics support includes the management and control of inventory stock levels and property in use, and the receipt, storage, and issue of general purpose, technical and paramilitary stock. [REDACTED]

During the next five years, OL will be faced with the continuing challenge of seeking ways of doing our work more efficiently and effectively. OL is aggressively pursuing means to streamline its processes and reduce bureaucracy. During FY-88, OL will implement a sweeping Office-wide reorganization to meet the challenge. The OL reorganization is described in section XII. E. of this paper. [REDACTED]

The purpose of this plan is to outline OL's organizational priorities, ensure that emphasis is placed on activities where it is most needed in support of the Agency's mission, and direct our resources for the years 1988-92 in such a manner as to increase OL's productivity while strengthening our service orientation and our responsiveness to the many users of OL support. [REDACTED]

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